# Section II: Local Agency Procedure Manual

## **III. Local Monitoring and Audits**

### **B.** Records Management

#### **Purpose**

To ensure local agencies are following a standardized records retention procedure.

#### **Policy**

Local agencies will manage the records within their office in accordance with the procedures outlined below and their contract with the State.

#### 1. Destruction of Records

- Records with any sensitive, confidential or identifying information must be shredded, incinerated or electronically archived.
- If shredding or incineration is done by someone other than WIC staff, the destruction of the records must be witnessed by WIC staff.
- All documentation of compliance with WIC service contract, including all deliverables, expenditures and accounting/finances must be maintained and available to review upon request during the term of the contract and for 8 years following its expiration.
  - If an audit or any litigation is active when records would be disposed of, they must be maintained until completion of such action.
  - All records relating to contracted services must be made available at the request of authorized state, federal, legislative or other auditors for WIC-related reviews.
  - Paper files or documents do not need to be maintained when documentation is also stored electronically.